

Criminal Justice
State Crisis Intervention Program (SCIP)
County- & Tribe-Led Response & Harm Reduction
Round 2 – 2023 (2025)

Grant Announcement

**Applications must be submitted through
Egrants on or before May 30, 2025, 11:59 p.m.**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Katie Snell (608) 852-9722
SnellKM@doj.state.wi.us

Budget/Fiscal: Jannifer Ayers (608) 514-5623
AyersJL@doj.state.wi.us

Egrants Assistance: Weekdays, 8 a.m. – 4:30 p.m.
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: State Crisis Intervention Program (SCIP) County- & Tribe-Led Response & Harm Reduction Round 2 – 2023 (2025)

Description: This SCIP funding aims to provide funding to counties and tribes across Wisconsin to support crisis response programs, suicide awareness, firearm safety awareness, trainings, and programming to decrease the amount of firearm deaths locally. Each county and tribe can implement programming specific to their local area and its needs to maximize impact on the community.

Opportunity Category: Competitive

Important Dates:

Application Due Date: May 30, 2025

Anticipated Project Start Date: September 1, 2025

Project End Date: September 30, 2026

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted in Egrants quarterly.
- Equipment grants will require an Inventory Report in addition to Program and Financial reports. An Inventory Report must be submitted in Egrants prior to grant closeout and final reimbursement.
- Financial Reports must be submitted in Egrants quarterly.
- Performance Measurement Tool (PMT) reports must be submitted quarterly in the PMT system located at <https://ojpssso.ojp.gov/> and uploaded into Egrants Program Reports as required.

Anticipated Funding Amount: A total of \$1,682,488 is available to support counties' and tribes' efforts to enhance their abilities to respond to local crisis incidents and prevent suicide.

The maximum awards will be \$75,000. If neighboring counties and tribes want to collaborate for a bigger project, they can coordinate on one application and receive a larger sum for a project that covers the total participating region. In this case, the maximum award will equal \$75,000 multiplied by the number of participating counties or tribes. (Example: \$75,000 x 3 participating counties/tribes = \$225,000 maximum award.) If applicants decide to coordinate like this, one county or tribe must serve as both the applicant and fiscal agent responsible for the subaward.

Match/Cost Sharing Requirement: There is no match required under this program.

Eligibility: Eligible applicants include tribes and county-level agencies in Wisconsin, including but not limited to county-level health or human services departments, sheriff's departments, or other relevant agencies.

Eligible Expenses: Funding may be/must be used for Personnel, Employee Benefits, Travel/Training, Equipment, Supplies & Operating Expenses, and Consultants/Contractual.

Requirements for Federally Funded Grants:

System for Award Management (SAM) Registration:

CAGE Code Number: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/SAM/>.

Unique Entity Identifier (UEI): All entities doing business using federal funds will be required to have an active UEI number.

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grant funds (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Please note that any subgrant application selected under this grant announcement will be shared with the SCIP Advisory Board and must be approved by the Bureau of Justice Assistance (BJA) prior to funds being awarded.

State Crisis Intervention Program – County- & Tribe-Led Response & Harm Reduction Round 2 – 2023 (2025)

The Wisconsin Department of Justice (DOJ) through its Bureau of Justice Programs (BJP) provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency (SAA) for state and federal juvenile and criminal justice programs DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description and Background

With suicide being the leading cause of death by firearm in the state, Wisconsin is responding with the Statewide Crisis Intervention Program (SCIP), supported by the Bipartisan Safer Communities Act (2022), to reduce the overall number of firearms-related deaths in Wisconsin. Most Wisconsin counties already have programs or systems in place to respond to citizens who are struggling with mental health crises, but due to a lack of funding, personnel, and/or awareness, effective crisis response still faces barriers. People in need often struggle to find resources, obtain assistance, or to merely realize help is needed. To help address these issues, the Wisconsin DOJ is seeking applications from counties and tribes across Wisconsin for plans to improve the approach to mental health, suicide prevention, and overall crisis response.

Although applications must be submitted by the county or tribe where the proposed project will be implemented, applicants are encouraged to partner with local organizations that work toward suicide prevention and have experience in implementing and administering suicide prevention and crisis response programs. Effectively implementing change requires collaborative efforts and communication, and establishing partnerships between like-minded agencies can help Wisconsin reach our goal of reducing all manner of gun violence.

The Wisconsin DOJ aims to support counties' and tribes' efforts to help Wisconsin citizens get the support they need. These efforts could include, but are not limited to:

- Development, implementation, and/or facilitation of crisis intervention and response programs:
 - Suicide and crisis prevention programs, including crisis call centers, mobile crisis team response and resources, and crisis stabilization facilities.
 - Peer support programs to serve communities (e.g., to serve veterans, individuals struggling with mental/behavioral health issues or substance use, families impacted by suicide or other community violence).
 - Co-responder programs embedding social workers with law enforcement.
 - Postvention programs for families of suicide and/or gun violence.
 - Crisis intervention officers, co-responders, and related personnel costs.
 - Law enforcement-based crisis intervention programs, training, and technology focused on those at risk to themselves or others.
 - Safe storage programs, providing equipment, technology, and training to safely secure, store, track, and return relinquished guns.
- Training for mental/behavioral health awareness or response:
 - Crisis response and intervention training for officers (e.g., Crisis Intervention Training (CIT) or similar training programs).

- Mental/behavioral threat assessment programs and related training.
- De-escalation training for law enforcement, first responders, and other justice practitioners.
- Training for school resources officers and other school officials to identify youth at risk for firearm violence.
- Community gun safety training.
- Specialized training for those working with families of adults and youth in crisis.
- Media campaigns to educate the community:
 - Media campaigns to increase awareness of suicide prevention and vulnerable populations, such as law enforcement, veterans, and agricultural workers.
 - Advertising for safe storage initiatives and other suicide prevention programs to raise awareness of community resources.
- Miscellaneous ideas:
 - Data collection, analysis, and strategic planning to address community gun violence.
 - Systems to facilitate tracking of crisis interventions and services provided.
 - Technology solutions to ensure justice system partners are informed when a prohibited person attempts to purchase a firearm.

With this funding, Wisconsin DOJ aims to reduce the overall number of firearms-related deaths across the state.

Please note: Per BJA's grant guidance to the State Administering Agencies (SAAs), prohibited costs include:

- Prizes, rewards, entertainment, trinkets, or any type of monetary incentive
- Client stipends
- Gift cards
- Food and beverage
- General law enforcement equipment or activities not directly related to crisis intervention or suicide prevention
- Investigations, arrest, or prosecution of crimes, unless directly related to crisis intervention
- Law enforcement training not directly focused on crisis response, de-escalation, or risk detection
- Unmanned Aircraft Systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, the Project Director and Financial Officer listed on the grant application will need to register for their unique login credentials to access the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM EGrants. Please take care to select DOJ Egrants during this process.

Authorization to access Egrants can take several days depending on registration activity. For questions relating to Egrants registration contact the technical assistance contact

listed on this announcement, or the DOJ help desk. The helpdesk hours are Monday-Friday 8 a.m. – 4:30 p.m. if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the [DOJ website](#). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Katie Snell at (608) 852-9722 or at snellkm@doj.state.wi.us.

Please note: Attachments should only be included in this grant application where specifically requested in section instructions.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, each responsible individual in this grant must be a different person.

- The Signatory is the highest elected official in municipality/government entity/organization. (For example, in a city it is the mayor, for counties it is the county executive or county board chair, and for non-profit agencies it is the executive director.)
- The Financial Officer is the individual at the applicant agency who is responsible for financial activities in your organization.
- The Project Director is an individual at the applicant agency who will oversee project operations.
- An Alternate Contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience: "Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]"

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

If awarded a grant, you will be required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these benchmarks in your quarterly reports. If no measures are displayed, mark the section “Complete” and “Save.”

Please note: Performance measures specific to this federal grant program have been developed by the federal Bureau of Justice Assistance (BJA). Applicants selected for grant awards will be required to report on these new measures on a quarterly basis in the web-based Performance Measurement Tool (PMT) developed by BJA.

4. Budget Detail (6 points)

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. **It is important that you include specific details in the justification field for each budget line, including cost computation.**

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time/number of hours to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.” Example for computation line: \$25/hr. x 2080 hr. = \$52,000. When entering this into the amount text box please round up to the nearest dollar.

All positions funded under this grant must be new or compensated as overtime pay to avoid replacing existing funding. The supplanting of existing funds with federal grant funds are subject of monitoring and audit and may result in suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time/number of hours devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation. Example for computation line: \$79,539 1.0 FTE salary x 43% fringe rate = \$34,202. When entering this into the amount text box please round up to the nearest dollar.

Travel/Training: Guidelines for travel and/or training costs for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for **in-state travel** at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$98/night (\$103/night for Milwaukee, Waukesha or Racine County)
- Meals: \$10/breakfast (leaving at or before 6 a.m.); \$12/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$23/dinner (returning at or after 7 p.m.).

Current rates for **out-of-state travel** at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: The in-state maximum reimbursement rate per night applies to out-of-state travel, except for lodging in certain higher cost cities. For lodging maximums in higher cost cities, refer to the most recent issue of the DPM Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.” [Effective October 1, 2023.](#)
- Meals: \$11/breakfast (leaving at or before 6 a.m.); \$17/lunch (leaving at or before 10:30 a.m. and returning at or after 2:30 p.m.); \$27/dinner (returning at or after 7 p.m.).

Example for computation line: 75 miles x \$0.51 state rate = \$38.25. When entering this into the amount text box please round up to the nearest dollar. Please note: Costs will only be reimbursed after submission of an event agenda. Travel and training for contracted employee/contractual services does not go in this section. These expenses should be itemized under “Contractual.”

The following are guidelines for Lodging & Transportation:

- AirBnB, VRBO, and the like are prohibited.
- Lodging 50 Mile Rule: You must travel 50 miles or more from your home or headquarter city whichever is shorter to qualify for lodging.
- Reasonable charges for ridesharing services (e.g., Uber, Lyft) are reimbursable, including tips at a maximum rate of 15%. Uber and Lyft costs are allowable like taxis, shuttles, buses, and trains.

The following are guidelines for any travel and/or training costs associated for hosting an event (conference/convention, training, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$10/breakfast (start time at or prior to 6 a.m.); \$12/lunch (starting at or before 10:30 a.m. and concluding at or after 2:30 p.m.); \$23/dinner (event ending at or after 7 p.m.).

Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/contractual services does not go in this section. These expenses should be itemized under “Contractual.”

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of **\$10,000 or more per unit.** Example for

computation line: 1 server to store body-worn camera footage x \$12,000 per unit = \$12,000. When entering this into the amount text box please round up to the nearest dollar.

Supplies and Operating Expenses: Supplies includes consumables such as paper, postage, software, computer/laptop, monitor, accessories, license and subscriptions. Operating expenses include items such as rent and utilities. All supply and operating expenses have an acquisition cost of less than \$10,000 per unit. Example for computation line: rent \$150/mo. x 12 months = \$1,800. When entering this into the amount text box please round up to the nearest dollar.

Please note: Costs will only be reimbursed for services occurring within the project period. If the total cost goes beyond the project end date or starts prior to the start date (ex: annual subscription costs), those costs will need to be prorated.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8-hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

5. Agency Profile (4 points)

In your response, please address each of the following components:

- a) Provide a description of your agency and a concise overview of your agency's mission.
- b) Describe your agency's organizational structure and clearly state which units/divisions will implement your project(s).

6. Budget Narrative (10 points)

In your response, please address each of the following components:

- a) Describe how your budget relates to the overall project strategy and implementation plan.
- b) Outline how the requested funding will be allocated, linking each budget item directly to project activities and justifying the necessity. Best answers ensure that all costs are allowable, reasonable, and tightly aligned to the objectives for your project.
- c) If the project is ongoing and requiring funding to continue, how is it currently funded?
- d) Address if there is any other additional funding that will be used to accomplish this project, and if so, describe the source(s).

7. Implementation/Implementation Plan (5 points)

In your response, please address each of the following components to describe the steps needed to complete this project:

- a) Describe the steps needed to implement this project plan.
- b) Address any expected challenges for this project and describe how they will be overcome.
- c) Include an anticipated timeline for all steps of the project that fall within the anticipated project period of September 1, 2025 – September 30, 2026.

8. Problem Description (6 points)

In your response, please address each of the following components:

- a) Describe the problem or issue this funding will aim to solve or diminish. Local data should be used to provide evidence the problem exists and to demonstrate the size and scope of the problem.
- b) Describe any unique factors about your community impacting the problem and how those factors impacted the design of this proposed project.
- c) Address if any previous or current attempts to address this problem and explain why they did or did not work.

9. Project Narrative (12 points)

In your response, please address each of the following components:

- a) Provide a detailed overview of the proposed project, including clear objectives to be accomplished.
- b) Describe the expected outcomes from the project (e.g., expected impact on communities, potential for this project to expand, etc.).
- c) Describe your plan to sustain your program's funding/operation after the SCIP funding is depleted.
- d) Should your project prove beneficial/effective, how would you envision potential future expansion of your program?

10. Required Attachments (2 points)

Depending on your agency and your project proposal, different attachments may be required. Please attach the following documents to your application in this section, if applicable, ensuring each is directly relevant to supporting your application:

- Determination of Suitability Special Condition Applicability Form – Found at the end of this grant announcement, please fill out the PDF form and attach a copy of the completed form to this Required Attachments section. Note: To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.
- Letter(s) of Commitment – If your project includes the participation of external organizations other than the applicant agency, a letter of commitment must be submitted from each of those partners. For example, if three counties collaborate on one application, the counties that are not the applicant agency must provide the applicant agency a letter of commitment to participate in the project and allow the applicant agency to receive and manage their share of the available funding.
- Quotes – If your agency has items listed under the contractual category in the budget for this project, please include a quote estimate for the purchases/services that will be funded under this SCIP grant.
- Position Description – If this project will fund a new position under this grant, please include a draft position description or a summary of the position's roles and responsibilities.

Please note: While the above sections of the application are worth a set number of points, bonus points are also available if your agency/application/project meets any of the following criteria:

- The applicant agency is from a rural county or a tribe. This serves to prioritize and expand services to less populated jurisdictions in Wisconsin.
 - “Rural” areas are defined as non-metropolitan counties or outlying counties with no population from an urban area of 50,000 or more people.
 - For more information, visit the Health Resources & Services Administration website that defines “rural” in more detail at <https://www.hrsa.gov/rural-health/about-us/what-is-rural>. There is also a search tool to allow applicants to learn if this definition applies to their county or tribe.
- The application is from several counties/tribes collaborating on one project to serve their combined region. This serves to encourage inter-county collaboration and consistent service to communities across counties and tribes.
- The proposed project will have an oversight body (e.g., county board, subcommittee of relevant stakeholders) to advise on project design and implementation. This demonstrates cohesive and thoughtful project development and community support.
- The proposed project involves the active engagement and support of a local organization(s) in the implementation and operation of the project (example: a county or tribe partners with a local peer support nonprofit organization to create a peer support program for veterans).
- The applicant agency is from a “less than \$10,000” jurisdiction, meaning an area that receives less than \$10,000 of Byrne Justice Assistance Grant (JAG) federal funding. If your agency does not fall within one of the listed regions, your application would meet this criterion: <https://bja.ojp.gov/funding/fy23-jag-local-allocations-WI.pdf>.

Application Review and Award Criteria

All applications must be submitted on or before 11:59 p.m. on the deadline and will only be considered if all the indicated sections (#1 – #10) are submitted. All applications will be screened for completeness and compliance with the instructions provided in this announcement and to ensure consistency with the grant announcement goals and objectives. All acceptable applications will be reviewed on a 50-point scale, based on the following point values for the selection criteria:

- Agency Profile (4 points)
- Budget Narrative (10 points)
- Budget Detail (6 points)
- Implementation Plan (5 points)
- Problem Description (6 points)
- Project Narrative (12 points)
- Required Attachments (2 points)
- Bonus Criteria (5 points)

Although the point values will be assigned as shown above, applications will only be considered if all the indicated sections (#1 - #10) are submitted.

Top-scoring applications will include detailed responses that demonstrate a well-thought-out program that is supported by critical partners. Answers in each section should fully answer the question, including specific answers to each sub-question, and align logically with answers to other sections so that when read together, the application will provide a comprehensive overview of the proposed program

The review ratings listed above will be evaluated by BJP staff, an average objective score for each application will be calculated, and all applications will be ranked accordingly. The bonus points serve to emphasize strategic SCIP priorities such as reaching underserved populations, geographic areas with restricted access to services, and areas that receive less federal funding. Once rated according to the objective rubric, the applications will be submitted to the Attorney General for further review and comment. Depending on resources, grants will be funded in the final ranked order until grant funds are exhausted. Each grant must satisfy the basic criteria set out above. All final grant award decisions will be made by the Attorney General and the federal Bureau of Justice Assistance.

Award Information

Upon application approval, the applicant agency's project director will receive signed grant award documents within approximately 30 days via email. The grant award documents will explain the total funding amount, approved budget by category, performance period, and fiscal and program reporting requirements and deadlines. Grant expenditures will be reimbursed when signed award documents have been received by DOJ, spending and grant activity is documented in proper reports and reimbursement requests are submitted to DOJ. All final grant award decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions (and any others noted on your award documents).

Standard Special Conditions

1. Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, on-going submission of participant data, and adherence to any conditions included in the grant award.
2. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

3. The DOJ reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to DOJ such as background check fees, etc. Refusal to provide information requested by DOJ may impact the payment of current or approval of future grant funds.
4. Please be advised that a hold may also be placed on any current or future application or grant payment if it is deemed that an agency is not in good standing on any DOJ grants or other reporting requirements, has other grants compliance issues (including being out of compliance with special conditions) that would make the applicant agency ineligible to receive future DOJ funding, failure to make progress in obtaining project goals and objectives, and/or is not cooperating with an ongoing DOJ grant review or audit.
5. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
6. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Grant award funds received are **not** program income. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
7. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
8. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
9. Award funds will be used to supplement, not supplant, planned or allocated funds.
10. To be allowable under a grant program, all funds (state, federal, and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
11. All budget changes require prior approval from DOJ and must be requested in a grant modification via Egrants.
12. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved

by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.

13. Grant funds will be paid to the grantee on a reimbursement basis. Expenses must be incurred and paid for by the agency/organization within the reporting period.
14. Any changes in personnel involved with the grant including the Project Director, Financial Officer, and/or Signatory must be reported to DOJ in a grant modification via Egrants.
15. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day unless prior approval is received from DOJ.
16. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
17. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
18. All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.
19. If the grant award contains equipment, a request for reimbursement should only be submitted once the equipment is installed and testing has been completed.
20. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachment.
21. The recipient agrees to cooperate with WI DOJ monitoring to ensure compliance of US DOJ Grants guidelines, Financial Guide, and OJP guidelines, protocols and procedures. Recipient agrees to cooperate with WI DOJ (including the Program Contact, Fiscal Contact, Grants Specialist Monitor, Supervisors, and/or Administration) for this award, including requests related to desk reviews and/or onsite/virtual visits. The recipient agrees to provide to WI DOJ all documentation necessary for WI DOJ to complete the monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set out by WI DOJ for providing the requested documents. Failure to cooperate with WI DOJ monitoring activities may result in actions that affect the recipient's WI DOJ awards, including but not limited to, withholding and/or other restrictions on the recipient's access to award funds, referral to the WI DOJ designation of High-Risk grantees, or termination of an award(s).

Additional Special Conditions

1. Reimbursement of cost will be contingent on submission of a roster which must contain event name, dates, attendee name, and agency affiliation. The roster along with copies of paid invoices must be uploaded to the Egrants Fiscal Report within the Monitoring Section. All training events require a roster. Multi-day trainings must have a roster for each day of the training.

2. Any written, visual, or audio publications, published utilizing grant funds shall contain the following statements: "This project was supported by Grant No. 15PBJA-23-GG-0041-BSCI awarded to WI DOJ by the Bureau of Justice Assistance (BJA). Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Additional guidance relating to publication and printing costs is set out in DOJ Grants Financial Guide under section III, 3.9 Allowable Costs, and in the Code of Federal Regulations (CFR) 2 C.F.R. § 200.461, 2 C.F.R. § 200.315 and Chapter 3.7.

Additional Resources

Additional information about the Department of Justice, Bureau of Justice Programs and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.wisdoj.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online help is available in many areas of the Egrants program – watch for the help buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8 a.m. and 4:30 p.m.
 - Email: Egrants@doj.state.wi.us
 - Local calls: (608) 267-9068
 - Outside the 608-area code: (888) 894-6607